

FORMS DISPOSITION SCHEDULE 3

ADMINISTRATIVE RECORDS

Item No.	Description of Records	Disposition
	c. Printouts, output reports.	Destroy when superseded, obsolete or no longer needed for reference. (NARA Job NC1-207-80-5, item 14c)
15.	IDEAS Case Files.	
	a. Rejected.	Destroy 2 years after rejection. (NARA Job N1-207-89-1, item 15a)
	b. Adopted.	Retain for 2 years from date of adoption, then retire to Federal Records Center. Destroy 5 years after date of adoption. (NARA Job N1-207-89-1, item 15b)
	Contracts, Grants, Supplies	
16.	Records related to contracts and grants and to obtaining supplies.	
*	a. Program contract/grant records.	Use the appropriate HUD records disposition schedule covering the program's records. (NARA Job N1-207-91-1, item 16a)
	b. All other records.	Use General Records Schedule (GRS) 3 and items 17 through 19 of this schedule. (NARA Job N1-207-91-1, item 16b)
17.	Government Technical Representative (GTR) case files. The GTM is the program person responsible for the technical direction and evaluation of contractor/grantee performance. GTR case files consist of copies of the request for services, Request for Proposals (RFP) and amendments,	Destroy 6 years after contract or grant is formally closed out. (NARA Job N1-207-91-1, item 17)

RECORDS DISPOSITION SCHEDULE 3

ADMINISTRATIVE RECORDS

Item No.	Description of Records	Disposition
*	technical and cost proposals and modifications submitted by the contractor/grantee, conformed copy of contract/copy of grant agreement and modifications, contractor's/grantee's management reports to GTR, GTR reports and memoranda, contractor's/grantee's interim and final technical reports, GTR evaluation reports, distribution list for final report, statement of final contract/grant status and any related correspondence or other documents.	
17-1.	Government Technical Monitor (GTM) files. The content of GTM files varies depending on what authority the GTR has delegated to the GTM. GTM files have the same kinds of documentation as GTR files. file.	Transfer files to the GTR when contract/grant is closed out. The GTR screens the GTM files to eliminate any duplicate records and adds the remaining files to the GTR case Use the disposition in item 17 for the combined files. (NARA Job N1-207-91-1, item 17-1)
18.	Extra copies of contractor's/grantee's final report.	Destroy when superseded, obsolete, or no longer needed for reference. (NARA Job N1-207-91-1, item 18) *
19.	Office of Procurement and Contracts (OPC) Management Information System. This ADP system will provide a systematic procedure and reporting structure to monitor procurement actions in both pre-award and post-award phases of a contract. It will report contract status for each	